

CIVILIAN PERSONNEL NEWSLETTER

Volume 1, Issue 4

August 2011

Goodfellow AFB, Texas

From the Civilian Personnel Officer

Many changes in the civilian personnel area. If you've been listening to the news, you know that efforts are being worked to reduce the national debt. One of the areas that was determined could be looked at to reduce spending across the board was reducing the growth of the civilian workforce. On 12 May 2011, SAF/MR issued a memo implementing Air Force-wide mandated hiring controls in an effort to maintain the civilian workforce at FY10 end strength. This is the first critical step in meeting FY12 end strength targets and decreases the possibility of future reduction-in-force. Air Force implemented a 1:2 ratio for filling positions; AETC has implemented a ratio of 1:4. What this means to Goodfellow is that we must have four **new** permanent vacant positions before we can fill one. Temporary and Term positions are subject to these hiring controls which means that

when temp/term appointments expire, they will likely not be extended. Senior leadership will prioritize vacant positions for fill based on critical needs and mission requirements. There are some exceptions to the hiring controls, i.e., most medical positions, positions that are reimbursable, outplacement of interns, etc. We are waiting to hear if outplacement of SCEP appointments will also be exempt. We, in Civilian Personnel, are closely monitoring updates to the hiring controls and will provide additional information as appropriate. Our inability to fill positions will cause stress and additional work. We encourage everyone to work together and be creative in developing more efficient ways to accomplish mission critical work.

Velma G. Elizardo
Chief, Civilian Personnel



Political leaders are continuing to discuss numerous potential approaches to the impending breach of the federal debt ceiling.

ID Card Processing

If you are a current civilian employees and need to replace your Common Access Card (CAC), go to the Civilian Personnel Section (CPS), Bldg 3303 (next to Lodging), 310 E. Kearney Blvd, Room 3128, to acquire the appropriate form. The CPS is open between the hours of 0730-1630 on Monday, Tuesday, Wednesday and Friday; hours of operation on Thursday are 0900-1630. Two forms of identification must be provided, one has to be a picture ID. Card expiration is three years from date of issuance.

Civilian retirees can be issued a Uniformed Services ID Card DEERS Enrollment. Card expiration date for retirees is the 3 or 4 years from date of issuance.

Dependents of current civilian employees are issued DBIDS cards which allow access to Goodfellow AFB only. To receive a DBIDS card, proof of dependent status (spouse and children over 10 years of age) must be provided. Verifying documents may include a marriage license, adoption and/or birth certificate, and social security cards. A picture ID is

also desirable. For the dependent child, a school ID may be used. The dependents should accompany the sponsor to the CPS for visual verification. Expiration date for dependent DBIDS cards is one year from date of issuance.

CAC cards are now issued at Bldg 430, Military Personnel Section (MPS), 0800-1600, Monday thru Friday. Dependent DBIDS cards and retiree ID cards are issued at the Visitors Center located outside the Jacobson Gate (south gate). Hours are 0700-1800, Monday thru Friday.





***Plan ahead of time
and enjoy your leave***

**Employees who
want to take
annual leave
before going on
LWOP must
return to work on
the last duty day
before the
effective date of
the LWOP.**

Use or Lose Leave

The end of the current leave year is 31 December 2011. Employees and supervisors must ensure use or lose leave is used by this date. Leave should already have been scheduled.

Restored Leave

Annual leave that was forfeited may be restored if the leave was forfeited because of an administrative error, exigency of service, or sickness of the employee. AFI 36-815, paragraph 2.10, specifically explains the procedures that must be met to restore annual leave. Most important, the annual leave must have been requested, approved, and scheduled in writing before the start of the third bi-weekly pay period before the end of the leave year. Before annual leave which was lost due to an employee being unable to take the scheduled leave can be restored,

there must be a determination that an exigency of major importance occurred which resulted in an employee being unable to take scheduled leave. The exigency must be approved before leave can be restored. Appropriate Group Commanders are authorized to approve exigencies. Once the exigency is approved, the employee can submit a request after the end of the leave year (after the leave is forfeited) to have the leave restored. Please contact the Civilian Personnel Section (CPS) at 654-3331 or 3327 for more specific information on this process.

Leave Without Pay (LWOP)

Leave without pay is a temporary nonpay status and an authorized absence from duty granted only upon the employee's request and the supervisor's approval. Usually, the granting of LWOP is a matter of administrative discretion except when mandated by law. Employees who are relocating may be granted LWOP to avoid a break in service. These employees must submit their resignation paperwork before they leave which will be effective at the end of their approved LWOP period. In accordance with AFI 36-815, paragraph 4.1.2.2, an employee who is

granted LWOP has to perform duty on the last duty day prior to the start of the LWOP. Supervisors need to be aware of this requirement when approving LWOP requests. If supervisors approve annual leave before the start of the LWOP period, they should ensure that the employee is aware that they must be at work on their last duty day before the effective date of the LWOP. If you have any questions about this or would like additional information, please contact the CPS at 654-3331.

Compensatory Time

When FLSA non-exempt employees, or employees exempt under the FLSA whose pay is less than the maximum rate of GS-10 step 10, are required to work overtime the employee may choose to be paid either overtime pay at 1½ times their basic hourly rate or be granted compensatory (comp) time off. When employees who are exempt under the Fair Labor Standards Act (FLSA) are required to work overtime (and whose pay exceeds the maximum

rate for GS-10), the supervisor makes the determination whether overtime pay will be paid or comp time will be granted. Comp time is credited hour for hour for each hour of overtime worked. When comp time is granted, the time should be scheduled and used within 26 pay periods after it is earned. It is both the employee's and supervisor's responsibility to monitor comp time balances to ensure the time is scheduled and used within the 26

pay period time limit to avoid reimbursing the employee at the overtime rate for each hour of comp time earned. Monitoring the comp time and ensuring it is used within the established timelines is especially important now with the current tight budgetary conditions.

If you have any questions on Compensatory Time, please contact Bert Dickerson, Civilian Personnel Section, 654-3327.



Employees who are "engaged" in their positions and their organization perform better which benefits both the organization and the employee.

Employee Engagement

The world's top-performing organizations understand that employee engagement is a force that drives performance outcomes. In the best organizations, engagement is more than a human resources initiative -- it is a strategic foundation for the way they do business.

Research by Gallup and others shows that engaged employees are more productive. They are more profitable, more customer-focused, safer, and more likely to withstand temptations to leave. The best-performing companies know that an employee engagement improvement strategy linked to the achievement of corporate goals will help them win in the marketplace.

- Employees are engaged when many

different levels of employees are feeling fully involved and enthusiastic about their jobs and their organizations.

- Engagement is the willingness and ability to contribute to company success to the extent to which employees put discretionary effort into their work, in the form of extra time, brainpower and energy" according to a Towers Perrin study.

It's a proven fact that employees who are "engaged" in their position and organization perform better; which equates to higher performance awards, better opportunities for promotion, very low rate of absenteeism and retention with the organization.

HOW ENGAGED ARE YOU??

Workers' Compensation

In February 2010, the Air Force centralized Goodfellow's Injury Compensation (IC) program at the Air Force Personnel Center. The AFPC Injury Compensation office, with a staff of Human Resources Specialists with extensive experience in injury compensation, assumed Injury Compensation Program Administrator responsibilities. The supervisor is the main point of contact for employees regarding injury compensation. Supervisors now contact the AFPC IC office for assistance instead of the local civilian personnel section.

AFPC Injury Compensation Program Administrators (ICPA) Responsibilities

- Provide training and operational guidance to supervisors and employees concerning their responsibilities within the injury compensation program
- Ensure pertinent forms are filled out and review forms for correctness prior to submission to OWCP
- Maintain adequate records to administer the program
- Monitor continuation of pay (COP) days to ensure they do not extend beyond the 45 day calendar period periodically compare COP payments in the Civilian Pay System
- Identify claimants who can return to work
- Monitor claims and work with managers to controvert/challenge claims and ensure compliance of FECA rules
- Work with supervisor, management, and if necessary, the local CPS HR specialist to provide light duty and reasonable accommodations for partially disabled employees
- Receive, review, submit leave buyback requests to OWCP
- Review long-term claims, if appropriate, request current medical reports from DOL and/or supporting DoD liaison

- Review reports from DIUCS to ensure the accuracy of all charges and chargeback codes
- Provide any information needed for presentation at the local FECA Working Group (member of the local CPS staff will attend the installation meetings and serve as the IC representative)

Employee Responsibilities

- Report job-related injury to supervisor immediately - Supervisor is primary POC
- Complete injury claim for (CA-1/CA-2) - Print, sign and give original to Supervisor.
- If medical care is needed, request a CA-16, Authorization for Examination and/or Treatment, from supervisor. Employee chooses whether to use base medical treatment facility or see private physician.
- Provide medical documentation to supervisor or mail directly to AFPC IC Office:
AFPC/DPIRPC
Injury Compensation
550 C Street West, Suite 57
Randolph AFB TX 78150
- May contact AFPC IC Office via TFSC phone number - (800) 525-0102, press 2 then press 3
- Submit claims for wage loss (CA-7s) with supporting medical documentation directly to supervisor.
- CA-7s should be submitted with inclusive date range for each 2-week pay period.

-- Continued on Page 5 --

Air Force Best Practice Program

An Air Force Best Practice (AFBP) is defined as "a superior method or innovative practice that contributes to the improved performance of a process." Information on the AFBP is located on the web at : <https://afkm.wpafb.af.mil/community/views/home.aspx?Filter=AF-DP-00-30> . Although Best Practices can and should be submitted throughout the year, with the Unit Compliance Inspection (UCI) scheduled for Nov 2011, the Goodfellow AFB Manpower Office would like to emphasize that the AFBP is not only a great way for units to be recognized for their hard work at the Air Force level, but by sharing superior methods or innovative practices, units directly contribute to improved mission performance of the Air Force. Best practices may be based on one or more factors, to include, but not limited to:

- Expert review of the practice by a functional (award, audit team, etc.)
- Superior results when compared to like organizations

- "Breakthrough" results in efficiency or effectiveness
- Practice employs latest technology
- High number of customers report satisfaction

As validation of the program's value, the Air Force Inspector General (IG) functional community has endorsed the AFBP and adopted its use in the inspection requirements. During our last UCI, the 17 TRW was recognized for having 13 approved AFBPs. We hope to double that number this year, but time is running out. In order to guarantee recognition during this year's UCI, best practice submissions need to be submitted to AETC at least 45 days prior to the UCI. The process for submitting a best practice is simple, but does take time, so please contact the Goodfellow Manpower and Organization Section as soon as possible for additional information on how to submit a best practice, e-mail: 17FSS.FSMM@Goodfellow.AF.mil or call 654-3785.



The Air Force encourages innovation and motivation through task ownership—share best practices throughout the federal government. Raise the bar higher!

IDEA Program



**Cash Awards for
Good IDEAs**

**Program Manager:
Brett Sutherland
654-3164**

The Air Force Innovative Development through Employee Awareness (IDEA) Program is ready and waiting to hand out cash for good ideas. Everyone wants to earn cash, and this is a perfect way to do that as well as help the Air Force save money. In 2010 our program here at Goodfellow AFB received 17 ideas and paid out \$9,050.00 in cash awards. All Air Force personnel are encouraged to submit their ideas to make operations more efficient, effective and economical. Individuals, teams and groups can submit their ideas as long as they provide a solution to a problem and state the expected benefits of its implementation. Active-duty AF, appropriated funds civilians and reservists on active duty are eligible for monetary awards. Contractors and non-appropriated funds employees are not eligible for monetary awards. However, they are welcome to submit their ideas. An individual with an idea

concerning matters outside his or her job responsibility who provides the Air Force with tangible savings will receive 15% of the AF's estimated first-year savings from \$200 up to \$10,000. An idea with intangible benefits will earn that individual \$200. An individual with an idea within his or her job responsibility that saves the AF a minimum of \$20,000 will receive 3% of the expected first year savings from \$600 up to \$10,000. An idea with intangible benefits will not earn that individual a monetary award. AF personnel can access and adopt approved ideas through the IPDS IDEA Pool. The IDEA Program encourages creative thinking and rewards individuals whose ideas improve the efficiency, economy, and effectiveness of AF, DoD, and federal government operations. Information on how to submit an IDEA can be found at: <https://ipds.randolph.af.mil>.

“Feds Feed Families” DoD Program

In many ways, America is the land of plenty. But for 1 in 6 Americans, hunger is an all too familiar reality. Many people believe that the problems associated with hunger are confined to small pockets of society, certain areas of the country, or certain neighborhoods, but the reality is much different. Right now, millions of Americans are struggling with hunger. These are often hard-working adults, children and seniors who simply cannot make ends meet and at times are forced to go without food. Food banks across the country face severe shortages of non-perishable items, just as summer begins and children have limited access to school nutrition programs. Federal employees nationwide are stepping up to meet this challenge by gathering 1.2 million pounds of food for families in need this summer. This Federal-wide campaign offers a great opportunity to help those who lack the resources to provide food for themselves and their families, and the DoD family is dedicated to protecting and looking after the interests of its fellow Americans.

Deputy Secretary of Defense, William J. Lynn helped launch the Department of Defense (DoD) third annual “Feds Feed Families” Food Drive Campaign (http://www.defense.gov/home/features/2011/0611_fedsfeedfamilies/) on May 26, 2011 for the purpose of assisting the Federal Government in this nationwide effort. The DoD goal is to collect 733,800 pounds for distribution to local food banks nationwide.

Mr. Pat Tamburrino, Jr., Deputy Assistant Secretary of Defense for Civilian Personnel Policy, who serves as National co-chair of the campaign and as the representative for the Department of Defense explains, “This campaign gives us the opportunity not only to help others, but to showcase what it means to be a true public servant. We are proud of DoD’s support of this food drive for the last two years – our employees have given a lot thus far, and we are looking forward to gathering even more food in this final 60 day push in the campaign. We will need everyone’s help to reach our De-

partment goal of 733,800 lbs as well as the Federal Government’s goal of 1.2 million lbs of food, but we can do it.”

In order to encourage the widest possible donations to support America’s families in need, the DoD expanded the campaign by calling on the Military Services and Defense Agencies to become engaged in this effort. By expanding the campaign, military installations, organizations, Commissaries, and others outside the Washington metro area, will have an opportunity to participate in this worthy cause.

Goodfellow AFB has heeded the challenge and will have collection boxes located throughout the installation, as well as manned collection drives on the weekends at the Commissary and various locations off base. Please look for updated times and locations on flyers posted throughout the base or at the Goodfellow Hotwire link located on the right hand side of the Goodfellow AFB home page.

Volunteers are needed to make this campaign a success. If you have questions or would like to assist by manning a drive location, please contact:

Ms. Jolene Cantrell, 654-3785, jolene.cantrell@gmail.com or Ms. Stephanie Flynn, 654-4959, stephanie.flynn@goodfellow.af.mil



Workers' Compensation (continued)

- Wage loss cannot be paid for dates in the future.
- Keep supervisor informed of work status and restrictions.

Supervisor Responsibilities

- Enforce safety regulations
- Advise employees of their right to file an injury compensation claim
- Serve as primary POC for employee
- Complete and submit injury claim forms (CA-1/CA-2) electronically via Electronic Data Interchange (EDI)
- On the same day of electronic submission, mail signed original to AFPC IC Office (address above)
- If medical care is needed, contact

AFPC Injury Compensation Office by phone, (800) 540-4047 or e-mail, injury.compensation@randolph.af.mil, to request a CA-16, Authorization for Examination and/or Treatment.

- Upon receipt of claims for wage loss (CA-7) immediately mail to AFPC IC Office.
- CA-7s should be submitted with inclusive date range for each 2-week pay period.
- CA-7s should be submitted at the end of each pay period and cannot be submitted with future dates.
- Assist employees in returning to work by accommodating employee if there are any medical restrictions and forward medical information and

work restriction documentation to AFPC IC Office.

- Keep AFPC IC Office informed of employee’s work status.

CPS Responsibilities

- Role: Base Point of Contact, coordinating efforts of safety officials, occupational health officials, medical officials, supervisors and other management official and local labor representatives, as appropriate.
- Refer Supervisors and injured workers to the AFPC IC Office
- Attend local OSHA scheduled meetings
- Coordinate with Supervisor on accommodation & returning to work.

Civilian Privileges to Base Services

As DoD civilian employees, many base services are available to you and your family. Below is a listing of these services:

- Child Development Center and Youth Center
- Before and After School Age Program
- Bowling Center
- Library
- Events Center (including Sideline Café)
- Swimming Pools
- Arts & Crafts Center
- Auto Hobby Shop
- Recreation Camp
- Equipment Rental
- Fitness Centers
- Burger King
- BX Food Court (all food facilities)
- X-Press-Os Café (Bldg 430)
- BX Shoppette (consumable food items only)
- Angelo Inn (space available)
- Base Theater
- Laundry Dry Cleaners & Alterations
- All concessions inside BX mall area (Flower Shop, Music Shop, Phone, Kiosk Tea Wagon, GNC, Beauty and Barber Shops, Windshield Repair & Tinting, Comic Book Shop in Bldg 137)

Due to DoD directives and legal authority, DoD civilians working in stateside locations are not authorized use of the Commissary or the Army and Air Force Exchange Service (AAFES). Air Force Instruction 34-211, "Army and Air Force Exchange Service (AAFES) Operation," Table 6.1, and DoD Instruction 1330.17 both state that civilian DoD employees are only granted limited AAFES and Commissary privileges when stationed outside of the United States.

Calculating Comp Time For Travel

Compensatory time for travel may only be earned for time in a travel status that is **not otherwise compensable**.

- Time in a travel status includes:
 - Time spent traveling between the official duty station and temporary duty station
 - Time spent traveling between two temporary duty stations
 - The "usual waiting time" that precedes or interrupts such travel (e.g., waiting at an airport or train station prior to departure). We have discretion to determine what is creditable as "usual waiting time." An extended waiting period, i.e., an unusually long wait where the employee is free to rest, sleep or otherwise use the time for his/her own purposes, is not considered time in a travel status
 - Time for meals is included in comp time for travel
- Travel time begins when the employee leaves his/her home location; or the TDY location - work or lodging whichever is applicable.
- Travel time ends when the employee arrives at his/her home location; or at the TDY location - work or lodging whichever is applicable.
- On a regular duty day only hours traveled after the end of the regular tour of duty are considered Comp Time for Travel. All hours spent traveling on non-duty days are considered Comp Time for Travel.
- If alternate mode of travel (e.g., POV) is approved, comp time is earned only for the comp time that would have been accrued if the preferred mode of travel was used.
- When traveling into a different time zone, indicate time zone for departure and arrival times.
- On the form letter provided to document Comp Time for Travel (copy attached), complete all information requested; attach copy of TDY orders and itinerary. Form must be approved by leave-approving official (normally the first level supervisor).
- This completed/approved form is attached to the timecard. Timecard code for comp time for travel earned is CB; CF for comp time for travel used.
- In order to ensure accuracy and compliance with directives and guidance on Comp Time for Travel, we are asking that the attached form letter be routed through the Civilian Personnel Section for review and coordination before approval by the leave approving official.

For questions or information, please contact the CPS at 654-3331 or 3325.



CPS Hours of Operation

Monday - Wednesday & Friday:
0730 - 1630

Thursday: 0900 - 1630
(Staff training conducted from
0730-0900)

Customer Service: 654-5179

To contact the CPS via email with
general questions or for employ-
ment information, email us at:

Goodfellowstaffing@goodfellow.af.mil

Your CPS Staff

Velma Elizardo, Civilian Personnel Officer
Walter (Bert) Dickerson, Labor Relations Officer

Human Resources Specialists:
Stephanie Flynn Terri Kirk Glenn Miller Duane Thompson

Human Resources Assistant:
Bailey Parker



Length of Service Certificates and Retirements for July—September 2011



Congratulations to all our civilian employees who are receiving service certificates or are retiring this quarter. Your service and dedication are truly appreciated and an invaluable resource to the

10 Year:

July: Kenneth Johnson
August: Rachel Allen
Vincent Joines
September: Jo A. Rachele
Lori Keller

20 Year

July: Terri Kirk
September: Barbara Jackson
Wyman Camron
William Provencal
Darrell Fischer

Retirements:

Raymond Kazura—1 July
Richard Tkacs—1 September
Mitchell Halfmann—30 September

(Date)

MEMORANDUM FOR 17 FSS/FSMC

(add leave approving official)
IN TURN

SUBJECT: Request for Compensatory Time Off for Travel

1. I request _____ hours of compensatory time off for the approved, official travel as described below. The time I am requesting was otherwise non-compensable.

Dates of temporary duty: _____

Location(s) of temporary duty: _____

Date/time departed residence/official duty station: _____

Date/time arrived TDY location: _____

Date/time departed TDY location: _____

Date/time returned to residence/official duty station: _____

"Extended" waiting time(s) and circumstances during this travel, if any: _____

Normal commute time from your residence to your official duty station: _____

2. I understand that:

- I must use the compensatory time off resulting from this travel by the end of the 26th pay period following the pay period in which it is approved, otherwise it is forfeited;
- If I separate from Federal employment or transfer to another agency, I forfeit this compensatory time off; and
- This time off may not be converted to cash.

(Requester's signature)

(Requestor's Printed Name & Duty Title)

Attachments:

1. Copy of TDY orders
2. Copy of travel itinerary

1st Ind, 17 FSS/FSMC

(Date)

This request for compensatory time for travel has been reviewed for compliance with appropriate directives/guidance.

CPS Representative Signature

CPS Representative Printed Name and Duty Title

2nd Ind,

(Date)

The requested compensatory time off for travel is approved / disapproved.

Approving Official's Signature

Approving Official's Printed Name and Duty Title